

STATE OF MAINE
DEPARTMENT OF CORRECTIONS

PAUL R. LEPAGE
GOVERNOR

JOSEPH PONTE
COMMISSIONER



MAINE STATE PRISON
TEL: (207) 273-5300

BOLDUC CORRECTIONAL
FACILITY
TEL: (207) 273-2036

PATRICIA BARNHART
WARDEN

Correctional Officer

Date Issued: June 9, 2011

Pay Grade: 16

Job Class Code: 5207

Date Closed to Application: Until Closed

Bargaining Unit: I – Institutional Services

Salary: \$13.57-17.63/hr. In addition, there is a direct care stipend of \$1.00/hr. as well as, weekend and shift differentials

Value of State Paid Dental Insurance: \$13.42 bi-weekly

*Value of State-paid Health Insurance

Level 1:	95% State Contribution (employee pays 5%):	\$345.58 biweekly
Level 2:	90% State Contribution (employee pays 10%):	\$327.39 biweekly
Level 3:	85% State Contribution (employee pays 15%):	\$309.20 biweekly

* The level of the actual value of state paid Health Insurance will be based on the employee's wage rate and status with regard to the health credit premium program as of July 1, 2010.

Value of State's share of Employee's Retirement: 21.29%

DESCRIPTION: As a Correctional Officer, your work will involve the custody, security, discipline, treatment, and rehabilitation of persons committed to the Maine Correctional Center in Windham or the Maine State Prison in Warren. This includes monitoring prisoner behavior, directing and overseeing prisoner activities, participating in the development and implementation of treatment strategies, integrating daily activities with treatment goals, enforcing prisoner discipline, and writing incident reports. There are Correctional Officer options, examples include: Cook, Trades Instructor, Retail Store, and Supplies. These are recruited for separately and have specific qualifications related to those specialties.

In order to be successful in this field, you will need to have knowledge in areas such as:

- prisoner motivation and psychology.
- problems associated with institutional life.
- prisoner rehabilitation and treatment programs.
- correctional institution rules, regulations, policies, and procedures.

As well, you must have the ability to:

- understand and follow instructions.
- interpret and enforce correctional center rules, regulations, policies, practices, and procedures.
- do strenuous activities such as climbing stairs and/or escorting unruly inmates.
- stand for long periods of time.
- communicate effectively with prisoners and coworkers.
- handle critical situations.
- read and perform basic math functions.
- observe situations and behavior in detail.
- make decisions and act quickly in emergency and dangerous situations.
- model appropriate behavior, attitude, ethics, and morals.
- utilize standard desktop computer programs.

MINIMUM QUALIFICATIONS: Graduation from high school or equivalent. Upon hire, you must complete and pass the Basic Corrections Training Course and you must have a valid Maine driver's license or being able to obtain one.

HOW TO APPLY: Please submit a [direct hire application](#) (also available at Career Centers) to:

Maine State Prison

807 Cushing Road Warren, Me 04864

807 Cushing Road
Warren, ME 04864
Contact: Office of Human Resources
Telephone: (207) 273-5344 E-Mail: msh.personnel@maine.gov

*An Equal Opportunity/ Affirmative Action Employer
Women and Minorities Encouraged to Apply*

STATE OF MAINE
DEPARTMENT OF CORRECTIONS

PAUL R. LEPAGE
GOVERNOR

JOSEPH PONTE
COMMISSIONER



MAINE STATE PRISON
TEL: (207) 273-5300

BOLDUC CORRECTIONAL
FACILITY
TEL: (207) 273-2036

PATRICIA BARNHART
WARDEN

Dear *Applicant*:

Thank you for your interest in applying for a *Correctional Officer position at the Maine State Prison/Bolduc Correctional Facility*.

Please be sure you have an accurate understanding of the job before you proceed further with the application. It involves direct supervision of prisoners in a correctional facility, monitoring prisoner behavior, communicating and writing reports for treatment teams, advising prisoners on institutional rules, standards, and actions, and maintaining order and security as well as participating in the rehabilitative process.

Enclosed you will find the application package which must be returned to me at *807 Cushing Road, Warren, Maine 04864*. It includes the following:

1. Application
This is the State of Maine "Direct Hire" application.
2. Supplemental Information
This is required as part of the application. It allows the Department of Corrections to conduct a thorough background check.
3. Medical authorization
This must be completed at your expense and signed by your medical provider before #4 can be administered.
4. Physical Aptitude Test
As explained on the attachment, it will consist of sample physical exercises required of a Correctional Officer at the Maine State Prison.
5. Reference Forms
You need to complete three and sign them so that we can obtain valid references.

It is important that all the information you provide is true and accurate without omissions that could impact your suitability for this job.

Applicants remain active on the list of eligible candidates for one year. During that time, if you have a change of address, name, phone number you need to notify the HR office at 207-273-5344 or msp.personnel@maine.gov.

Sincerely,

Robert McGorty
Personnel Manager
Maine State Prison and Bolduc Correctional Facility

PAUL R. LEPAGE
GOVERNOR

STATE OF MAINE
DEPARTMENT OF CORRECTIONS

JOSEPH PONTE
COMMISSIONER

MAINE STATE PRISON
TEL: (207) 273-5300



BOLDUC CORRECTIONAL
FACILITY
TEL: (207) 273-2036

PATRICIA BARNHART
WARDEN

SUPPLEMENTAL QUESTIONS

Maine State Prison
Correctional Officer

Please take the time to thoroughly explain your responses to the following questions.

1. Why do you want to work as a **Correctional Officer** at the **Maine State Prison**?
2. Do you have a career goal(s) in the corrections field?
3. Please tell us about any experience you have interacting with *juveniles/prisoners/or anyone else* which might enhance your performance as a **Correctional Officer**.
4. Would you have a problem dealing with any particular type of offender?
5. Is there any part of this job, as you understand it, which you might be unwilling to do?
6. Do you know anyone who is a current or former prisoner/juvenile resident/probationer/or otherwise been in the custody or under the supervision of the Maine Department of Corrections?
7. Have you ever been a supervisor? When? Where? Explain what you did.
8. How did you hear about this position?
9. When are you available to begin?
10. Do you have experience using firearms?
11. On the following page, please list all other names you have ever used.
12. On the following page, please list your residences for the past 10 years.
13. Can you perform the duties of this position, with or without accommodation?

Names

1. _____ from _____ to _____
2. _____ from _____ to _____
3. _____ from _____ to _____
4. _____ from _____ to _____
5. _____ from _____ to _____

Residences for the last 10 years

1. _____ from _____ to _____
2. _____ from _____ to _____
3. _____ from _____ to _____
4. _____ from _____ to _____
5. _____ from _____ to _____

STATE OF MAINE
DEPARTMENT OF CORRECTIONS

PAUL R. LEPAGE
GOVERNOR

JOSEPH PONTE
COMMISSIONER



MAINE STATE PRISON
TEL: (207) 273-5300

BOLDUC CORRECTIONAL
FACILITY
TEL: (207) 273-2036

PATRICIA BARNHART
WARDEN

BACKGROUND CHECK FOR EMPLOYMENT IN THE MAINE DEPARTMENT OF CORRECTIONS

IN ORDER TO PROCESS YOUR APPLICATION FOR A POSITION AT THE **MAINE STATE PRISON**, THE MAINE DEPARTMENT OF CORRECTIONS CONDUCTS A BACKGROUND CHECK WHICH INCLUDES THE FOLLOWING:

- Department of Corrections records
- Motor Vehicle records
- Law enforcement records
- Maine State Bureau of Identification
- Federal Bureau of Identification

ANY CRIMINAL CONVICTION AND/OR JUVENILE ADJUDICATION MAY DISQUALIFY YOU FROM CONSIDERATION FOR POSITION.

This includes motor vehicle violations that constitute crimes including OUIs/DWIs/OAs committed as an Adult and/or as a Juvenile.

HAVE YOU EVER BEEN CONVICTED OR ADJUDICATED OF ANY JUVENILE CRIME?

This includes crimes or juvenile crimes or their equivalent in any jurisdiction including federal, military, tribal, and other states or countries.

If YES, please explain:

Signature of Applicant

Date

Failure to disclose any of the above may be cause for disqualification and/or termination of your employment.

STATEMENT OF APPLICANT

I understand the following information will be utilized solely for the purpose of obtaining a background check as described above.

Title of Position

Applicant's Signature

Date of Birth

Name Printed

Social Security Number

Driver's License Number/specify State

STATE OF MAINE
DEPARTMENT OF CORRECTIONS

PAUL R. LEPAGE
GOVERNOR

JOSEPH PONTE
COMMISSIONER



MAINE STATE PRISON
TEL: (207) 273-5300

BOLDUC CORRECTIONAL
FACILITY
TEL: (207) 273-2036

PATRICIA BARNHART
WARDEN

MEDICAL AUTHORIZATION FOR
Maine State Prison
PHYSICAL APTITUDE TEST

Last Name	First Name	Middle Name	Date of Birth
-----------	------------	-------------	---------------

Address (Number, Street or RFD, City or Town, State and Zip Code)

This person is being considered for a line staff security position with Maine State Prison. One of the phases of examination for this position is a Physical Aptitude Test. Enclosed is a description of the testing process to aid you in an appropriate physical examination, which is required to determine if this applicant can safely participate in this strenuous physical exertion. If you feel that any of the duties may not be fully performed by the applicant, please specify below.

The individual examined must pay the fee for the examination.

The examining physician should answer the following question by circling the appropriate response:

Is this person qualified to perform the physical test, which includes strenuous physical exertion such as running, lifting, bending carrying and stair climbing? **Yes** **No**

NOTE: If the answer is negative, please explain reasons and restrictions:

Printed Name of Examining Physician and Address

Signature of Examining Physician

Date

STATE OF MAINE
DEPARTMENT OF CORRECTIONS

PAUL R. LEPAGE
GOVERNOR

JOSEPH PONTE
COMMISSIONER

MAINE STATE PRISON
TEL: (207) 273-5300



BOLDUC CORRECTIONAL
FACILITY
TEL: (207) 273-2036

PATRICIA BARNHART
WARDEN

PHYSICAL APTITUDE TEST
Maine State Prison
Correctional Officer

Justification: A **Correctional Officer** is expected, as part of routine, to respond to emergency situations within the facility in an alert and appropriate fashion. In responding to a given situation it may be necessary to carry and operate fire retardant equipment and remove individuals from areas within the physical structure of the facility.

The following test has been devised to test applicants in their ability to follow instructions, alertness and ability to act quickly in an emergency and ability to perform various strenuous duties.

Considerations: Ability to follow instructions, coordination, alertness, strength and dexterity.

Test Area: The test will be administered at the Maine State Prison.

Equipment Required: Applicant is advised to bring a pair of sneakers or soft-soled shoes and to wear loose, casual clothing.

Explanation/Instruction: The applicant will be verbally instructed as to the test route, techniques for dragging the "dummy" and approximate time the test should take. The applicant will be given the opportunity to "walk through" the test route according to the itinerary outlined below.

Simulated Rescue Description:

1. The test begins and ends at the Maine State Prison.
2. The applicant will run .4 of a mile in 4 minutes or less. They will start at the *STOP* sign at the top of the hill at the entrance to the Prison and run down the hill to Route 97 then return to the starting place. In the case of inclement weather; applicants will run on a treadmill set at 6 mph with a 3% incline grade for at least 4 continuous minutes (a DOC representative will determine if the weather is inclement or not). If the applicant successfully completes # 2, he/she will proceed to # 3.
3. The applicant will, without stopping, drag a 150 lb. "dummy" 34 yards.
4. The **Physical Aptitude Test** is strictly pass or fail.

This test may be modified in certain areas such as specific route, direction or locking mechanisms, but will contain the same essential requirements of running and strenuous exertion.

STATE OF MAINE
DEPARTMENT OF CORRECTIONS

PAUL R. LEPAGE
GOVERNOR

JOSEPH PONTE
COMMISSIONER

MAINE STATE PRISON
TEL: (207) 273-5300



BOLDUC CORRECTIONAL
FACILITY
TEL: (207) 273-2036

PATRICIA BARNHART
WARDEN

REFERENCE INQUIRY FORM
Maine State Prison

Please complete 3 copies of this form with your three (3) recent work references.

Applicant's Section:

Your Printed Name: _____

Position Applied For: _____

List the Work Reference we should send this form to:

Name/Title: _____

Mailing Address: _____

Dates of Employment: From _____ To _____

You're Position There: _____

I AUTHORIZE THE RELEASE OF THE INFORMATION REQUESTED BELOW TO THE Human Resources Office at Maine State Prison.

Applicant's Signature _____

Date _____

Employer's Section:

The person above has applied for a position on our staff. We would appreciate your response within ten days with your frank rating of the applicant's performance. All information furnished by you will be considered confidential.

Thank you.

Office of Human Resources
Maine State Prison & Bolduc Correctional Facility

Are employment dates correct? If not, please list: From _____ To _____

Type of job (classification) _____

	Excellent	Above Average	Average	Below Average	Poor
Knowledge of job:	[]	[]	[]	[]	[]
Quality of work:	[]	[]	[]	[]	[]
Quantity of work:	[]	[]	[]	[]	[]
Dependability:	[]	[]	[]	[]	[]
Applicant's attendance record:	[]	[]	[]	[]	[]
Applicant's services in general:	[]	[]	[]	[]	[]
Did applicant follow instructions as given:		Yes []	No []		
Did applicant work in harmony with fellow employees:		Yes []	No []		
Would you recommend applicant to us for employment:		Yes []	No []		

Wages: \$ _____ per hour [] day [] week [] month []

Reason for leaving: laid off [] discharged [] resigned []

807 Cushing Road Warren, Me 04864

Is applicant eligible for rehire:

Yes []

No []

If not, please list reason:

Comments:

Completed by:

Signature and Title

Date